

MINUTES

WILLMAR POLICE COMMISSION

Tuesday, April 1, 2014

A meeting of the Willmar Police Civil Service Commission was held on Tuesday, April 1, 2014. Members present were: President Dennis Anfinson, Vice President Cassie Akerson, and Secretary Kathy Schwantes. City Administrator Charlene Stevens, Police Chief David Wyffels and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by President Anfinson at 3:30 p.m.

A motion was made by Commissioner Schwantes, seconded by Commissioner Akerson, to approve the March 18, 2014 minutes as submitted. **Motion carried.**

Discussion was held on the police chief hiring and the eight applications received. City Administrator Stevens explained that after researching testing companies and seeking input from other cities, she would recommend using Martin-McAllister. She believes they are a more affordable option, they have a reasonable proposal, and the City of Waseca had very good things to say about the company and the profiles you get back. Some of the things covered in the testing/assessment would include a series of psychological exams, problem solving, critical thinking, in-basket tests, etc. City Administrator Stevens would receive the assessment results with recommendations on the candidates, along with developmental suggestions.

After reviewing the applications and further discussion, the Police Commission made the recommendation to test four of the eight candidates (Adam Christopher, Jim Felt, David Kvam and David Oyaas). City Administrator Stevens will set up the assessments for the applicants.

The Commission then reviewed the results of the entry level police officer selection test written scores. After discussion, Commissioner Akerson made a motion, seconded by Commissioner Schwantes, that the applicants representing the top 22 written scores would be considered eligible for an oral interview. **Motion carried.**

The interviews will be held on Tuesday, April 15th, Wednesday, April 16th and Thursday, April 17th; with the panel members being Chief Wyffels, Captain Felt, Sergeant Erickson and Commissioner Anfinson.

There being no further business, a motion to adjourn was made by Commissioner Schwantes, seconded by Commissioner Akerson. Meeting was adjourned at 4:26 p.m.

Secretary Kathy Schwantes
by Sue Edwards